

New Hampshire Department of Revenue Administration
Assistant Director of Audit

New Hampshire Dept. of Revenue is seeking a self-motivated individual to assist the Director of the Audit Division in the management of the Division. The successful candidate has a unique opportunity to build on a growing and changing revenue department, and to make a positive change. The Asst. Director will work as a team with the Audit Division Director to supervise the Division's teams, develop and implement compliance programs to achieve voluntary compliance, develop and oversee non-filer projects, negotiate with taxpayers and representatives to bring contested cases to resolution, and motivate employees by developing and enhancing training programs.

Salary Commensurate with experience.

Audit Division Statutory Requirements RSA 21-J:7

The Audit Division is responsible for the following functions, in accordance with applicable laws:

- I. Classifying for possible audit all returns, reports, or other documentation submitted by taxpayers or their authorized representatives for all taxes administered by the department.
- II. Office and field examinations on all returns, reports or other documentation submitted by taxpayers or their authorized representatives for all taxes administered by the department.

Duties and Responsibilities

- Assist in the administration of the operations of the Division.
- Supervise a diverse audit staff.
- Allocate resources to meet Division and Department compliance responsibilities for all tax types.
- Develop and implement compliance programs aimed at achieving the highest degree of voluntary compliance with the tax laws administered by the Division in a fair, uniform and impartial manner.
- Establish training and other programs to ensure that employees are fully prepared to execute the duties and responsibilities required of their positions.
- Negotiate with taxpayers and their representatives to bring contested cases to resolution.
- Formulate Division positions in adjudicative and other legal proceedings relating to contested cases.

MINIMUM QUALIFICATIONS:

EDUCATION: Masters degree from a recognized college or university with a major study in accounting, finance, business management or related field.

EXPERIENCE: At least seven years experience in accounting or auditing work associated with tax planning, preparation or administration. Two years experience must include supervision of subordinates at the professional level. Each additional year of approved work experience may be substituted for one year of education, at the graduate level only.

For more information contact Kathryn Stillings, HR Coordinator, at 603-230-5015 or Kathryn.Stillings@dra.nh.gov